

6-27-2016

Department Requisition: Wallach & Associates, Inc.

Forsyth Library, Fort Hays Kansas State College

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DEPARTMENT REQUISITION

REQUISITION NO. 67-228DATE 2.13.67DEPARTMENT Forsyth Library

PR			GROUP		ORDER			
Fund	F	Agency	Act.	Enc. Doc. No.	Contract No.	Act.	Object	Amount
Vendor Name and Address								
Wallach & Associates, Inc.								
P.O. Box 18167								
Cleveland 18, Ohio								

I hereby certify that there are sufficient unencumbered funds in the allotment or appropriation from which this request is to be paid; that the items listed are required for the function of this department.

Authorized Signature

Quantity Requested	Catalogue No.	DESCRIPTION OF ARTICLE OR SERVICE	ESTIMATE	
			Unit Price	Amount
1	RDE-18	<p>Mobile Audio-Visual Center Empty 36" wide x 18" deep x 43 1/2" high overall Constructed of heavy gauge steel Closed top, bottom, sides, back, double doors 3 way latching device cylinder lock in handle with 2 keys Operates on easy to roll 4" solid molded cushion tread swivel casters, 2 with brakes Center shelf adjustable on 1" center</p> <p>Finish: Machine Tool Gray baked on enamel</p> <p>Please charge to Library Department 7002</p>	105.00	105.00

NOTE: FOR UNUSUAL ITEMS INDICATE SOURCE OF SUPPLY ON REVERSE SIDE